

## A Guide to Applying for a Liquor Sales Licence

- Step 1:** Go to [www.agco.on.ca](http://www.agco.on.ca) and complete the Application for a Liquor Sales Licence form. Complete the application form including your name, if you are the sole-proprietor, address of the business, name of the business, and a phone number of the business along with your own personal number.
- Step 2:** Register your business. This must be done before applying for a liquor licence. Proof of registration will need to be sent in with correct forms to the Alcohol and Gaming Commission of Ontario (AGCO). The business name needs to be registered through the Ministry of Consumer and Business Services in Ontario.
- Step 3:** Complete all forms required along with the application including personal history, the structure of the business, floor plan, calculation of capacity, and establishment description.
- Step 4:** Bring your Municipal Information form to your local Municipality for a clearance signature from a City Official. Other requirements may be requested with this submission.
- Step 5:** Arrange for your Agency Letters of Approval from Building, Fire and Health.
- Step 6:** Submit your completed package to the AGCO for review.